

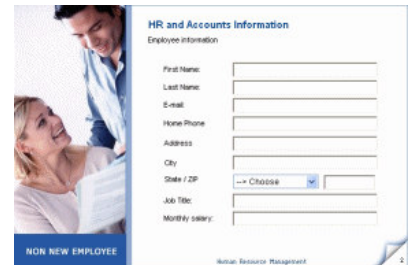
Overview

HR Plus is a web-based solution that will enable you to automate all your employee related forms, procedures and processes through intelligent online forms.

Obtaining feedback from employees is vital in keeping your employees productive, happy and enthusiastic. As well as employee feedback, you can build an entire range of online administration forms to effectively manage your HR procedures and processes.

The following are just some of the many functions that can be automated through HR Plus's web-based workflow forms:

- **Evaluations** - performance appraisals, self appraisals
- **Applications** - online job applications, interview assessments, terms and conditions, induction checklists, payroll & personnel details
- **Standard HR Forms** - sickness, expenses, vacation requests, attendance, health & safety, complaints processing
- **Surveys & Feedback** - employee satisfaction surveys, 360 degree management surveys, employee feedback, exit surveys
- **Resource Planning** - booking meeting rooms, equipment etc.
- **Access to Systems** - approvals for staff access to IT resources
- **Training** - training course assessments, forms driven training courses, course feedback



Developing workflow forms with HR Plus is extremely easy and requires no technical or programming skills.

What Advantages Does it Offer?

**Easy and Instant Access to Information**

- HR Plus's browser-based Tracker ensures that you and your employees can easily find the right forms as all forms are centrally stored.
- Where organizations have multiple offices, perhaps worldwide, Quask's web-based forms make it easy for HR functions to communicate with employees at a corporate-wide level.

**Cost, Efficiency, Professionalism**

- HR Plus dramatically shortens process and approval times and makes your HR team far more efficient and productive.
- Moving all your forms and processes online reduces administration costs and improves communication.
- It ensures that the right information is collected and routed immediately to the right people for action.
- A structured approach to data collection and communication enhances the professionalism of your organization and increases employee satisfaction.



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What are its Main Features?

**Compliance – Formal Procedures**

- Quask forms ensure proper adherence to organizations’ guidelines and standards.
- Any HR activity where you need to carefully control a procedure-based event can be given a proper framework.

**Far Better than Paper, PDF and Email**

- For employees who are field based, or who travel a lot, paper takes a long time to catch up with them.
- Paper forms are easily lost, and finding a paper form when you need it can take considerable time.
- Using simple email doesn’t provide any intelligent automatic routing, reminder or escalation facilities.

**Form Setup**

- Browser-based forms with no plug-ins required.
- Unlimited forms and unlimited responses.
- Any look and feel to match corporate identity.
- Any number of questions and pages.
- Interface with Active Directory.
- Full integration with internal systems.

**Forms Routing**

- Serial and parallel routing easily defined.
- Email driven and works with all mail systems.

**Reminders, Escalation, Delegation**

- Prevent ‘stuck’ processes.
- Freely define reminder patterns.
- Escalate to manager or administrator.

**Forms Portal**

- Web-based forms portal.
- All forms centrally stored for easy access.

**Digital Signatures, Audit, Reporting**

- Track every field change made – who made it, when they made it.
- Multiple people can digitally sign forms.
- Browser-based reporting allows users and groups to access reports in real-time via a browser.
- Restrict access to fields, pages or whole forms.



<b>What Our Customers Say</b>	<div data-bbox="561 309 1359 524" style="border: 1px solid black; padding: 5px;"> <p><i>"As we have numerous office locations worldwide, we have experienced some difficulty in employees being able to freely connect with one another. Quask's web-based feedback forms and surveys have opened the lines of communication across the Group, enabled us to streamline our business processes, and achieve a breakthrough change in organizational culture."</i></p> <p><b>Lisa Potenzano</b>, Human Resource Manager, <b>QP Group</b></p> </div> <div data-bbox="561 546 1359 689" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>"The forms are really impressive to look at, and response rates have rocketed. We are seeing a marked reduction in end to end process times and anticipate that approval times will be reduced by 200%."</i></p> <p><b>Peter Forte</b>, Director of Decision Support Systems, <b>Analog Devices Inc</b></p> </div>
<b>How Do I Proceed?</b>	<p>HR Plus is a solution that Quask or Quask Partners offer based on Quask's FormArtist WorkFlow software. The way we approach the solution usually follows a clear path:</p> <ul style="list-style-type: none"> <li>• A free on-site or remote discovery session where we find out about your HR processes and procedures as well as collecting basic information about your internal systems.</li> <li>• We produce a quotation based upon the discovery session.</li> <li>• Once the quotation is accepted, we move to a 1-2 day consultancy session in order to accurately define your processes. For templated HR forms and systems that are already supported this can be reduced or eliminated.</li> <li>• We provide a final quotation for the project.</li> <li>• Once we have received your order, we will build your forms and map your processes.</li> <li>• If you have a database system that requires a special plug-in, we will build this.</li> <li>• We visit your site to install and commission the system. Training is also provided. This is usually 1-2 days.</li> </ul>
<b>Integrating With Your Systems</b>	<p>No matter what type of system you are using, HR Plus provides an off-the-shelf integration module that hugely simplifies the way HR Plus communicates with your systems. In many cases, this can be done without additional consultancy.</p> <p>HR Plus performs any types of lookups on data that is stored in your systems and can receive data from and pass data back to your systems in real-time or on an automatically scheduled batch-basis.</p>
<b>Running with an ISP or Remotely</b>	<p>In many cases, you may want to run HR Plus on a hosted location but still link to your in-house database. This presents no problem as the integration module that sits with your main systems, accesses the remote HR Plus system through the Internet/Intranet and passes data through a secure connection. You can also install the entire HR Plus system on your own servers. All that is required is Microsoft Windows 2000 Server or 2003 Server and SQL Server.</p>

Workflow Example

Step 1: Form A – Job Application Form on Website

A general application form is posted on a website allowing prospective employees to apply. Information requested includes:

- Name and contact details
- General skills area
- Last position held

Upon submission, relevant department heads and the HR Manager are notified of the application. The system will look at the skills area of the applicant and automatically email the next form (Step 2).

Step 2: Form B – Detailed Skills Form

If, for example, the position being applied for is a Credit Controller, then a Credit Control skills form will automatically be sent.

The applicant then enters specific information that can be used to determine suitability.

Again, workflow rules are easily built into the form to determine whether a notification should be sent to the applicant.

Step 3: Respond to Skills Form

Once the detailed skills form has been submitted, the department head receives the form and completes it as follows:

- Not suitable, inform
- Not suitable, do not inform
- Interview applicant, inform
- Comments

The system will then notify the applicant as appropriate.

Step 4: Interview Results

Once the candidate has been interviewed, the interviewer completes the form as follows:

- Reject and inform candidate
- Provisional acceptance
- Confirm acceptance and inform

A successful interview will result in Forms C and D being sent to the manager to complete.

**Step 5: Form C – New Employee Resource Request**

The new employee will require new materials to get him on his way. This form ensures that the right questions are asked and the relevant people are notified of the requirements automatically.

Typical questions could include:

- Type of office (shared, private)
- PC (laptop, desktop, screen size)
- Network connection required
- CRM account required

**Step 6: Form D – HR and Accounts Information**

HR and Accounts also require notification of information such as:

- Contact details (piped in from application form)
- Salary
- Benefits
- Job title

Now that the hiring process is complete, you have employee details in your system and you can use the advanced form, survey and feedback capabilities within HR Plus to carry out further HR activities such as:

- Employee satisfaction and feedback surveys
- 360 degree management feedback surveys
- Internal employee related process forms such as sickness forms, expense forms etc.